# **GEORGE T. MAIER**

### **Stark County Sheriff**

Stark County Safety Building • 4500 Atlantic Blvd. NE • Canton, Ohio 44705-4374
Administrative Offices • (330) 430-3887 • Fax (330) 430-3844

Jail Division • (330)451-1342 • Fax (330)430-3839 • www.sheriff.co.stark.oh.us

Court Services Division • 115 Central Plaza N., Suite A • Canton, OH 44702 • (330)451-7425 • Fax (330)451-7050

### Dear Applicant:

Thank you for your interest in a position with the Stark County Sheriff's Office. Attached is an application for employment, as well as instructions for completing the application.

Depending on our hiring needs, we will periodically schedule testing to screen potential candidates. Once we receive your completed application, we will contact you to invite you to participate in the screening process, if we feel you may be qualified for the vacancy.

If you remain interested in employment with this office, please return a properly completed application and release form to the Personnel Office at the Sheriffs' Office. We will contact you when the screening process begins.

If you have any questions you may call this Office at (330) 430-3804, Monday through Friday from 9:00 a.m. until 4:00 p.m.

Sincerely,

GEORGE T. MAIER

STARK COUNTY SHERIFF

Lori D. Campbell

Human Resources Coordinator



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, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning

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myself, by and to ANY duly authorized agent of The Stark County Sheriff's Office, whether the said records are of public, private or confidential in nature.
The intent of this authorization is to give my full consent for full and complete disclosure of the records of educational institutions; financial or credit institutions and the records of commercial or retail credit agencies (including credit reports and/or ratings); employment and pre-employment records, including background reports, polygraph examinations, efficiency ratings, performance evaluations, attendance records, military service records, investigatory files, disciplinary records, complaints filed against me, salary records, data contained within the application of employment; real and personal property tax records, and other financial statements and records wherever filed; records of complaint, arrest, trial and / or convictions for alleged or actual violations of law, including criminal, civil and / or traffic records; the results of polygraph examinations; records of complaint of a civil nature made by or against me, whersoever located and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest including any files which are deemed to be confidential, expunged or sealed pursuant to 2953.33 of the Ohio Revised Code.
I reiterrate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for The Stark County Sheriff's Office to consider in determining my suitability for employment. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.
I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by The Stark County Sheriff's Office. I understand that all materials pertaining to this background investigation become the property of The Stark County Sheriff's Office and will not be returned to me.
I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by The Stark County Sheriff's Office in conjunction with employment procedures.
For and in consideration of The Stark County Sheriff's Office acceptance and processing of my application for employment. I agree to hold The Stark County Sheriff's Office, its agents and employees harmless from any and all claims and liability associated with the application for employment or in any way connected with the decision whether or not to employ me with The Stark County Sheriff's Office. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.
I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.
A photocopy, facsimile or other electronic reproduction of this form will be valid as an original thereof, even though the said photocopy, facsimile or other electronic reproduction does not contain an original writing of my signature or witness thereof.
This waiver is valid for a period of two years from the date of my signature.  Signature
Last Name First Name Middle Initial
Current Address
Telephone Number Date of Birth Social Security Number
MUST BE SIGNED IN THE PRESENCE OF A NOTARY:  Notary Seal
Subscribed and sworn before me thisday of
My commission expires Notary:



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# INSTRUCTIONS APPLICANTS FOR EMPLOYMENT STARK COUNTY SHERIFF'S OFFICE

### APPLICATION

The Stark County Sheriff's Office currently uses the Ohio Civil Service Application designed and distributed by the Ohio Department of Administrative Services. This is the only application acceptable. Resumes, credentials, and letters of recommendation may be included with the approved application, but may not be offered in place of the approved application.

The application must be properly completed to be considered. All sections must be filled out and original signatures must appear on the appropriate lines. Applications may be picked up at the Stark County Sheriff's Office during business hours, Monday through Friday, except for legal holidays, between the hours of 8:00 a.m. and 4:00 p.m. Applications may also be obtained from our website <a href="www.sheriff.co.stark.oh.us">www.sheriff.co.stark.oh.us</a>. Once filed, an application is kept active for one (1) year. Applications must be updated at the end of the year to maintain an active status.

Applications will also include a standard release form. All applicants must return the signed, notarized release with their applications. Applications received without a properly notarized release, or not properly completed, will not be considered further.

The applicant is requested to identify those jobs he/she is interested in. Applicants are advised to contact the Stark County Sheriff's Personnel Office in the event they change their address and/or phone number.

### ENTRY-LEVEL POSITIONS

The Stark County Sheriff's Office has six(6) entry level positions. They are:

Deputy Sheriff

Corrections Officer

Communications Technician

Mechanic

Maintenance Repair Worker

Clerical

<u>Deputy Sheriff</u> - All applicants for the position of Deputy Sheriff must possess a high school diploma or GED; and have OPOTA certification; have a valid driver's license; and be at least 21 years of age.

Job duties include patrolling assigned areas of the County; enforcing motor vehicle laws, and other laws of the State of Ohio; taking accident reports; assisting victims; investigation reports of crimes and complaints; making arrests; collecting evidence; interrogating suspects; serving summons, subpoenas, attachments, and warrants; appearing in court as a witness; preparing reports; transporting inmates; maintaining security in the jail or court house; monitoring prisoners; etc.

Essential functions of the job require the ability to pass the O.P.O.T.C. Academy, armed and unarmed self-defense, and semi-annual firearms re-certification; the ability to apprehend, physically restrain and/or subdue dangerous or hostile suspects or inmates; spend long hours in a cruiser; work outside in inclement weather; work all shifts.

<u>Corrections Officer</u> - All applicants for the position of Corrections Officer must possess a high school diploma or GED; and be at least 21 years of age.

Job duties include preparing reports; maintaining security in the jail; monitoring prisoners' activity; maintaining discipline in the jail; guard against escape; etc.

Essential functions of the job require the ability to pass the O.P.O.T.C. Academy Corrections Officer program, unarmed self-defense, and annual in-service training; ability to physically restrain and/or subdue dangerous or hostile inmates; work outside in inclement weather; work all shifts.

<u>Communications Technician</u> - All applicants for the position of Communications Technician must possess a high school diploma or GED; and be at least 18 years of age.

Job duties include answering telephone and radio requests; relaying information by radio; operate a LEADS teletype; operate a multi-line telephone switchboard; maintain typewritten radio logs; record transactions of electronic reception and transmission; monitor electronic and video security systems; monitor alarm board; data entry of appropriate information.

Essential functions of the job require the ability to sit for long periods of time without relief; possess adequate finger dexterity to operate typewriter, telephone switchboard, LEADS terminal, computer terminal; must be able to speak distinctly for radio transmission; must be able to hear clearly, with or without aid, for radio reception; work all shifts.

<u>Clerical</u> - All applicants for Clerical positions must possess a high school diploma or GED; and be at least 18 years of age.

Job duties include answering telephone and operating a multi-line switchboard; assist the public at the counter; answer inquires; file and retrieve documents, reports, records, and other information; perform routine clerical tasks; operate office machines, including microfilm, copy machine, typewriter, computer terminal, adding machine; etc.

Essential functions of the job require that the applicant possess adequate finger dexterity to operate typewriter, telephone switchboard, computer terminal; must be able to speak and hear distinctly for telephone and reception duties.

<u>Maintenance Repair Worker</u> - All applicants for Maintenance Repair Worker must possess a high school diploma or GED; and, be at least 21 years of age; possess a valid driver's license. Experience in electrical wiring and plumbing required. Experience in boiler heating systems desired.

Job duties include inspection, maintenance, repair, and general service of facility and equipment; inspects, diagnoses malfunctions and repairs electrical systems, motors, pumps and related equipment; repairs and maintains plumbing systems; operates electric arc and acetylene welders; performs carpentry tasks; mows, weeds, and trims grass; prunes shrubs; shovels and removes snow; collects and disposes of trash; etc.

Essential functions of the job require the ability to lift heavy loads, ability to work in confined areas in and around various types of equipment and ceilings; work outside in inclement weather.

<u>Mechanic</u> - All applicants for Mechanic must possess a high school diploma or GED; and, be at least 21 years of age; possess a valid driver's license. Applicants must also be A.S.E. certified. Master Certificate desired.

Job duties include performing mechanical repairs to engines, brake systems, drive trains, electrical and ignition systems; conducts inspections and road tests; performs regular preventative maintenance; maintains vehicle records of mileage, service, maintenance and repair; maintains a parts inventory; responds to road calls involving breakdowns of fleet vehicles making on-scene repairs or overseeing tow.

Essential functions of the job require the ability to lift heavy loads; ability to work in confined areas in and under vehicles; work outside in inclement weather; exposure to toxic fluids.

(Revised 08/09)

# SELECTION PROCESS STARK COUNTY SHERIFF'S OFFICE

STEP ONE

SKILLS TESTING

All candidates for employment must pass the applicable skills test appropriate for the position they are seeking.

STEP TWO

BOARD INTERVIEW

Applicants successfully completing the skills test may be invited to attend a board interview. The interview panel is made up of three (3) members of the management staff of the Stark County Sheriff's Office.

STEP THREE

**POLYGRAPH** 

Applicants successfully completing the above steps will be referred for a polygraph examination. This examination will be administered under acceptable standards using a properly calibrated machine administered by a licensed operator.

STEP FOUR

IN-DEPTH BACKGROUND INVESTIGATION

All candidates for employment will be subject to an in-depth background investigation. Areas subject to review include, but are not limited to:

- Personal history
- Educational records
- Employment records including past and present employer, performance evaluations, attendance, discipline, etc.
- Military records
- Financial/credit records
- Criminal history records
- Driving records
- Other information determined pertinent to suitability for employment with the Stark County Sheriff's Office

### STEP FIVE PSYCHOLOGICAL ASSESSMENT AND PHYSICAL

If the candidate is given a tentative offer of employment, they <u>may</u> be sent for a psychological assessment performed by a licensed practitioner identified by the Stark County Sheriff's Office.

If the candidate is given a tentative offer of employment, they will be sent for a physical evaluation. Tentative offers of employment are contingent on the applicant passing the physical evaluation. Candidates passing the physical evaluation and psychological assessment, if applicable, will be given a final offer of employment and a start date.